

Job Opportunity Bulletin

Post Date: **1/9/2014**

SUPERVISING GOVERNMENTAL AUDITOR I

Salary: \$5,079-\$6,627

Permanent, Full-Time

FINAL FILING DATE: **Until Filled**

RE-ADVERTISEMENT - If you applied for this position when it was previously advertised it is not necessary to submit a new application

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES

Please visit our website at
www.dds.ca.gov

Please refer to:
Position #: **473-184-4142-001**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Linda Newson

All applications will be screened
and only the most qualified will
be interviewed.

The Department of Developmental Services (DDS) Audit Branch is a committed, confident and innovative team of professionals who build their reputation on unity, integrity and ethics. DDS is seeking individuals who display a high level of professionalism and innovation while seeking to develop within the Branch.

The Supervising Governmental Auditor I is responsible for the supervising, tracking, monitoring and overall coordination of assignments for a group of auditors. The auditors conduct audits of the regional centers. The Supervising Governmental Auditor I develops and updates procedures for auditing and other assignments as requested. **This position requires travel, including overnight assignments.**

Desirable Knowledge and Abilities:

- To apply general accounting and auditing principles and procedures.
- Auditing practices and procedures in auditing governmental jurisdictions, governmental accounting and budgeting.
- Governmental Auditing Standards – State Administrative Manual and Generally Accepted Governmental Auditing Standards (GAGAS)/Yellow Book.
- Departments Equal Employment Opportunity (EEO) objectives and process
- Knowledge in professional accounting; auditing and/or business law

ADDITIONAL INFORMATION: This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets. If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) and a resume by the final filing date. All applicants will be considered however, SROA/Surplus will be given priority. Please include the **basis of your eligibility (list eligibility and/or lateral transfers must meet the minimum qualifications of this classification)** and position #473-184-4142-001 on your application.

CONTACT INFORMATION

Name: Linda Newson

Number: (916) 322-9018

Email: linda.newson@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q

Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (11/2013)

CLASSIFICATION

Supervising Governmental Auditor I

DIVISION/BRANCH

Administration/Audit Branch

EMPLOYEE NAME**SECTION/UNIT**

Vendor Audit Section

POSITION NUMBER

473-184-4142-001

EFFECTIVE DATE**SUMMARY:**

Supervise staff assignments and maintain uniform application of the Department policy, the law, and audit procedures. Develops and updates procedures for auditing and other assignments as necessary. Responsible for performing the supervisory function over groups of auditors involved in conducting audits of regional center vendors. May supervise groups of auditors performing other special assignments. Perform administrative duties, to include, employee probation reports, individual program plans, and disciplinary actions.

EXAMPLES OF DUTIES:

- 45% Directly supervises staff in the performance of field audits involving complex compliance and management aspects of programs for the developmentally disabled. Audits include substantial review of Federal and State requirements related to funding received by the regional centers and vendors. Completes sections of the audit program including the more complex or sensitive parts of an audit; conducts audit entrance and exit conferences. Evaluates vendor responses to audits and verifies compliance with corrective action plans. Ensures audits are conducted in a consistent manner according to procedures established for the Audit Branch and in accordance with Auditing Standards. Reviews detailed audit work papers and reports to ensure accuracy and compliance with audit procedures and programs. Works cooperatively with other supervisor(s). Ensures quality control of work product; ensure the audit process, including issuance of the audit report, is completed in a timely manner. Provides training to auditors and recommend staff training needs.
- 20% Provide supervision and guidance to the Vendor Audits Section staff to ensure adequate guidance is provided so Department policies, rules and regulations. Ensure proper implement of new audit procedures. Perform timely probation reports and Individual Plan Developments and review staffs' performance, as needed, to ensure continued staff development.

- 20% In a team setting, or individually, develops and updates procedures to ensure adequate auditing procedures are followed to verify compliance with contracts, State and Federal requirements. Schedules and assigns audits; monitors and controls the progress of assignments. Updates Management on audit status on a weekly basis. Performs or directs special projects such as rate studies or regulatory changes. Participates in sensitive conferences with State and Federal officials, regional center staff or vendors. Participates in developing goals and objectives for the Branch; prepares management reports as needed.
- 10% Meet with the Department's appeal officer and lawyers to prepare testimony to justify contested audit findings at hearings, can take place throughout the state of California.
- 5% In the absence of Supervisor Governmental Auditor II, may assume responsibility for the management of the Vendor Audits Section to ensure a continued efficient work environment is upheld to produce timely and accurate audit reports.

SUPERVISION RECEIVED:

Reports to a Supervising Governmental Auditor II

SUPERVISION EXERCISED:

Typically supervises approximately 5 to 9 auditor positions

TYPICAL PHYSICAL DEMANDS: Open spaced, partitioned offices in a smoke-free environment. Office space provided when performing on-site audits. Travel throughout the State of California and may vary 1-4 weeks, Monday thru Friday. Travel is approximately 40 to 60%.

PERFORMANCE REQUIREMENTS:

Knowledge of:

- General accounting and auditing principles and procedures.
- Specialized auditing practices and procedures as used in auditing governmental laws and regulations.
- Governmental Auditing Standards – Yellow Book, State Administrative Manual, and Generally Accepted Governmental Auditing Standards (GAGAS).
- Principles of public finance and business law.
- Departments Equal Employment Opportunity (EEO) objectives and process.

JOB TITLE: Supervising Governmental Auditor I **POSITION #:** 473-184-4142-001

Ability to:

- Establish and maintain cooperative relations with those contacted in the workplace and off-site audit locations.
- Communicate effectively.
- Effectively apply the Departments Equal Employment Opportunity (EEO) programs and objectives.

CERTIFICATION OR LICENSE: None.

ALTERNATIVE TO MINIMUM QUALIFICATIONS: None.